

REQUEST FOR PROPOSALS



ALABAMA ENERGY PLAN DEVELOPMENT

Alabama Department of Economic and Community Affairs

Energy Division

State Energy Program

AMENDMENT NO. 1

AMENDMENT NO. 2

Issue Date: August 20, 2012

Proposal Due Date: September 21, 2012

Eligible Applicants

Eligible applicants include non-profits, colleges and universities, and commercial for-profit organizations. **[Eligible applicants have been expanded to include for-profit entities].**

Proposals

Each proposal submitted must contain one (1) original and two (2) copies.

Submission Information

All proposals must be received no later than 5:00 p.m., September 21, 2012, at:

By Mail:

ADECA - Energy Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA - Energy Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Late Proposals

Proposals submitted after the due date will not be considered. The Energy Division reserves the right to reject any incomplete proposals without review.

Questions

Questions pertaining to this RFP may be submitted by email to Karen Clifton at karen.clifton@adeca.alabama.gov or Kathy Hornsby at kathy.hornsby@adeca.alabama.gov.

Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon state receipt of federal funds awarded.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Summary

The ADECA Energy Division manages the State Energy Program (SEP) for Alabama by authority of the U.S. Department of Energy (DOE). The project funded under this Request for Proposals (RFP) will be funded, in whole or in part, with funds appropriated for the SEP. The SEP is a formula grant used to plan and implement energy programs in Alabama that are designed to achieve national energy goals such as lowering energy costs and consumption, decreasing reliance on imported energy, reducing impacts of energy production and use on the environment, and increasing energy security and reliability.

The Alabama Department of Economic and Community Affairs (ADECA) - Energy Division is soliciting proposals from qualified applicants for the development of a comprehensive energy plan for the state of Alabama. The goal of the project is to work with the ADECA Energy Division, the Energy Efficiency Subcommittee of the Permanent Joint Legislative Committee on Energy Policy, utilities and other key stakeholders in the state to define clear achievable energy goals, and develop strategies and an action plan to guide the State in the development of energy programs, projects and policy priorities.

B. State Energy Program Goals

The project implemented should, to the maximum extent feasible, incorporate the goals and objectives of the SEP.

The goals established for the SEP are:

1. Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government.
2. Reduce reliance on imported energy.
3. Improve the reliability of electricity and fuel supply and the delivery of energy services.
4. Reduce the impacts of energy production and use on the environment.

PART II – AWARD INFORMATION

A. Estimated Funding and Number of Awards

\$100,000 is available for one (1) award under this solicitation.

B. Period of Performance

The Energy Division intends to award grants to begin October 1, 2012 and to terminate no later than August 30, 2013, for an amount not to exceed the amount requested by the Offerer or that which is negotiated between the selected Offerer and the Energy Division.

C. Method of Payment

Payments shall be made on a cost-reimbursement basis over the course of the grant.

D. Prohibited Expenditures

State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction; such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation;
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures; or
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

E. Cost Matching

25% cost match is required for grants made with SEP funds.

PART III – PROJECT INFORMATION AND PROPOSAL CONTENTS

Each proposal submitted must contain one (1) original and two (2) copies of the following documents:

A. Letter of Transmittal

The letter of transmittal must include the following:

1. A brief statement of the work to be performed.
2. The total cost of the project.
3. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.
4. A statement committing the applicant to provide a 25% cost share (match) requirement if selected and how this will be accomplished (e.g. in-kind, cash, etc.)

B. Proposal Narrative

The proposal should not exceed ten (10) pages in length. Attachments/forms are not a part of the 10-page limit. Be as concise and direct as possible by addressing key issues and information. The Offerer shall submit a written narrative outlining each of the following:

a. Cover Page

Title of project, name of Offerer's organization, local address, telephone number, email address, name of contact person(s), and date submitted.

b. Project Strategy / Scope of Work

Provide a detailed description of the proposed project and methodology chosen to achieve the goals of the project. Discuss how the process will be implemented and proposed policies and procedures will be developed. Discuss methods for engaging stakeholders and details on the process for development of the Alabama Energy Plan. Provide clearly defined, quantifiable and measurable task elements, with clearly stated goals and objectives.

c. Task Statement and Timeline

Outline major tasks and services to be provided. Include a timeline for task completion.

d. Offerer's Background and Experience

Give a brief description of the qualifications and experience of each staff member assigned to this project and briefly describe similar projects which your organization has developed and implemented.

C. Attachments

These attachments can be found on our website at
<http://www.adeca.alabama.gov/about/Pages/Funding-Opportunities.aspx>

Attachment A - *Project Budget*

The Project Budget should outline the expenditures for the project. Please reference Attachment "B" for a description of budget categories. Proposal preparation costs are not reimbursable.

Attachment B - *Budget Narrative*

The Budget Narrative should include a detailed explanation of the expenditures outlined in your Project Budget.

Attachment C - *State of Alabama – Disclosure Statement*

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, and grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. **The form must be signed, dated, and notarized.**

Attachment D - *Offerer/Proposer Information*

The applicant must submit an Offerer/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project. Information should be for the eligible party receiving the award, not for a third party assisting with the application process.

Attachment E - *W-9 Request for Taxpayer Identification Number and Certification*

A completed and signed W-9 Request for Taxpayer Identification Number and Certification Form must accompany the proposal. Only the Rev. January 2011 version will be accepted.

Attachment F – *Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act –~~AND~~ E-Verify MOU*

A form entitled CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (Act 2011-535 as amended by Act 2012-491) must be submitted in addition to the following.

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act; Code of Alabama, Section 31-13, imposes conditions that apply to contracts, grants, or incentives in the state, any political subdivision of the state or any state-funded where the co-party is a "business entity or employer." This act will require selected proposers to submit a completed copy of the E-Verify Memorandum of Understanding (MOU) which is generated when the business entity or employer enrolls in that program, bearing the number assigned to that MOU by Homeland Security at <https://verify.alabama.gov>

The following clause will be included in the agreement with the successful proposer:

"By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

Attachment G - *Assurance of Compliance – Nondiscrimination in Federally Assisted Programs*

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the applicant receives Federal assistance from the U.S. Department of Energy.

Attachment H - *Certifications*

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

Attachment I – *Standard Form - LLL Disclosure of Lobbying Activities*

If applicable, complete Standard Form – LLL (SF-LLL). Applicability: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit SF-LLL "Disclosure Form to Report Lobbying."

PART IV – PROPOSAL EVALUATION

Proposals shall be evaluated on the following criteria; therefore a concise discussion of each of these areas as they are applicable to the proposal is warranted. Poor performance implementing prior Energy Division grants may disqualify potential applicants from this solicitation.

Technical Criteria (30 points possible)

- ~~How well the proposal combines the goals and objectives of the SEP, and proposes the realistic accomplishment and key components and anticipated benefits in terms of:~~
 - ~~Energy cost savings~~
 - ~~Increased energy efficiency~~
- Proposed plan to complete the project in an expeditious manner with a detailed description of methodology, services to be performed and deliverables
- Qualifications and experience of Offerer in proposed project and experience conducting similar programs or previous performance implementing prior grants with the Division
- Statement of 25% cost share requirement and how it will be accomplished included in the "Letter of Transmittal"

Cost Criteria (20 points possible)

- Budget for proposed project is appropriate and reasonable
- Cost breakdown for each proposed task
- Provide 25% cost match
- Degree of leveraging over 25%

Program Specific (50 points possible)

- Discussion of methods for engaging stakeholders
- Discussion of the proposed planning process and how it will be implemented
- Discussion of proposed policies and procedures that will be developed

SEP Proposal Review Sheet

Category: **Alabama Energy Plan Development**

Reviewer:

Proposer:

Date:

Requested Budget: \$

I. Technical Criteria (30 possible points)

Score Possible

Proposed plan to complete the project in an expeditious manner. Detailed description of deliverables and time lines for task completion during grant period (October 1, 2012 – August 30, 2013)		<u>10</u>
Qualifications and experience of Offerer in proposed project and experience conducting similar programs or previous performance handling prior grants with the Division.		<u>15</u>
Statement of 25% cost share requirement and how it will be accomplished included in the "Letter of Transmittal"		<u>5</u>

II. Cost Criteria (20 possible points)

Budget appropriate and reasonable for project.		<u>5</u>
Cost breakdown for each proposed task		<u>5</u>
25% Match provided (required)		<u>5</u>
Degree of leveraging for proposed project (above 25% required)		<u>5</u>

III. Program Specific (50 possible points)

Discussion of methods for engaging stakeholders		<u>10</u>
Discussion of the proposed planning process and how it will be implemented		<u>25</u>
Discussion of proposed policies and procedures that will be developed		<u>15</u>
Total Points:		<u>100</u>

NOTES:

PART V – AWARD ADMINISTRATION INFORMATION FOR SELECTED PROPOSALS

A. Quarterly Progress Reports

The Energy Division will provide additional information on reporting requirements for selected proposals. In addition to standard management and financial reporting requirements, the following information will be required in quarterly program status reports as appropriate and applicable to the proposed project:

Expenditures

- Expenditures for project activities
- Expenditures for administration
- Leveraged funds

Clean Energy Policy

- Alternative energy plans developed
- Renewable portfolio standards established or improved
- Energy efficiency standards established or improved
- Other policies developed or improved
- Energy efficiency and conservation strategies (EECS) completed

Job Creation

- Number
- Type
- Duration

B. Final Report

The Energy Division will provide additional guidance on reporting requirements. In addition to standard management and financial reporting requirements, the following information will be required in a final report as appropriate and applicable to the proposed project:

Energy Cost Savings

- Dollars Saved

Energy Savings

- Annual reduction in natural gas consumption (mmcf)
- Annual reduction in electricity consumption (MWh)
- Annual reduction in fuel oil consumption (gallons)

Emissions Reductions

- Amount of green house gases reduced (CO₂ equivalents)
- Amount of criteria air pollutants reduced (tons)

C. Other Requirements

Selected proposals must submit all documentation required by the following to the Energy Division **prior to installation.**

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

All Projects receiving financial assistance from DOE will be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Most projects under this solicitation will be categorically excluded from environmental assessment. The Energy Division will notify you in the event your project will require a full environmental assessment. Proposals should include a discussion of anticipated environmental impacts as described online at https://www.eere-pmc.energy.gov/NEPA_Act.aspx.

NATIONAL HISTORIC PRESERVATION ACT (NHPA)

All Projects receiving financial assistance under this solicitation must obtain written approval from the Alabama Historical Commission (AHC). Please visit the Alabama Historical Commission website at the following link: <http://www.historical.alabama.gov/106program.aspx> for more information on NHPA Section 106 requirements. If a facility is over 50 years of age and you have any questions regarding the possible exemption of planned retrofits, please contact the ADECA Energy Division.

ALABAMA BUILDING COMMISSION

The Alabama Building Commission promulgates and enforces a code of minimum building standards for state building and construction, school houses, hotels, and moving picture theaters. Projects receiving financial assistance under this solicitation are responsible for obtaining all necessary approvals required by the Alabama Building Commission. Applicants should consider any additional costs associated with these approvals when submitting their application.

ENERGY STAR PORTFOLIO MANAGER

Implement the agency-wide use of ENERGY STAR Portfolio Manager. Portfolio Manager is an interactive energy management tool that allows you to track and assess energy and water consumption across your entire portfolio of buildings in a secure online environment. Additional information regarding ENERGY STAR Portfolio Manager is available at http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager.

D. Procurement

All projects receiving financial assistance must follow proper procedures as stated in 10 CFR Part 600 and its applicable subparts or appendices, and the Alabama Competitive Bid and Public Works Laws. In addition, all contractors must utilize best commercial practices in obtaining subcontractors.

PART VI – OTHER INFORMATION

A. Right to Reject

The Energy Division reserves the right to reject any and all proposals submitted and to request additional information from all Offerers. The Energy Division reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of the Energy Division, is determined to be the best qualified and whose proposal best meets the needs of the Energy Division. The Energy Division reserves the right to negotiate with any Offerer(s). The Energy Division reserves the right to reallocate funding for subject areas as deemed necessary. All grant awards are subject to state receipt of federal funds awarded.

B. Proprietary Information

The information contained in the proposals will be public information unless a specific request is made to keep specific information confidential. If a proposal contains any information that the Offerer does not wish to have disclosed to the public or used by the Energy Division for any purpose other than evaluation of the offer, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to applicable state and federal laws. Proposals and supporting materials submitted shall become the property of the Energy Division.

PART VII – CHECKLIST & FINAL NOTES

CHECKLIST:

Item	Requirements
<input type="checkbox"/> Letter of Transmittal	Must contain required statements
<input type="checkbox"/> Proposal Narrative	See p. 6
<input type="checkbox"/> Attachments	
<input type="checkbox"/> Attachment A – Project Budget	Categorize award funds and cost share
<input type="checkbox"/> Attachment B – Budget Narrative	Detail costs shown in Attachment A
<input type="checkbox"/> Attachment C – State of Alabama Disclosure Statement	Sign, date, and notarize
<input type="checkbox"/> Attachment D – Offerer/Proposer Information	Applicant's information
<input type="checkbox"/> Attachment E – W-9	Sign and date
<input type="checkbox"/> Attachment F – Beason-Hammon Certificate of Compliance	Sign, date, and notarize
<input type="checkbox"/> Attachment F – E-Verify Memorandum of Understanding	Copy
<input type="checkbox"/> Attachment G – Assurance of Compliance	Sign and date
<input type="checkbox"/> Attachment H – Certifications	Sign and date
<input type="checkbox"/> Attachment I – Disclosure of Lobbying Activities	Sign and date (if applicable)

FINAL NOTES:

- ✓ Your proposal/application submitted consists of one (1) original and two (2) copies of all documents.
- ✓ All proposals must be received no later than **5:00 p.m., September 21, 2012**
- ✓ All information should be for the eligible party requesting to receive the award, not for a third party assisting with the application process.